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ABSTRACT

The book, written for intermediate grade students, describes leisure time occupations in a format that can be used for independent study or as a supplement to classroom instruction. The specific careers described and illustrated are grouped into seven general categories: food service, conservation, lodging, outdoors, entertainment and sports, travel, and related fields. An introductory page for each category provides general information on the career group and a list of vocabulary words with an asterisk indicating those defined in the four-page glossary. Descriptions of job activities, skills and educational background required, hours and pay basis, and where to write for more information are given for each occupation. Directions for using the book are written for the student. A three-page list of books, tapes, films, and filmstrips and a page of teaching suggestions are also included. (MS)

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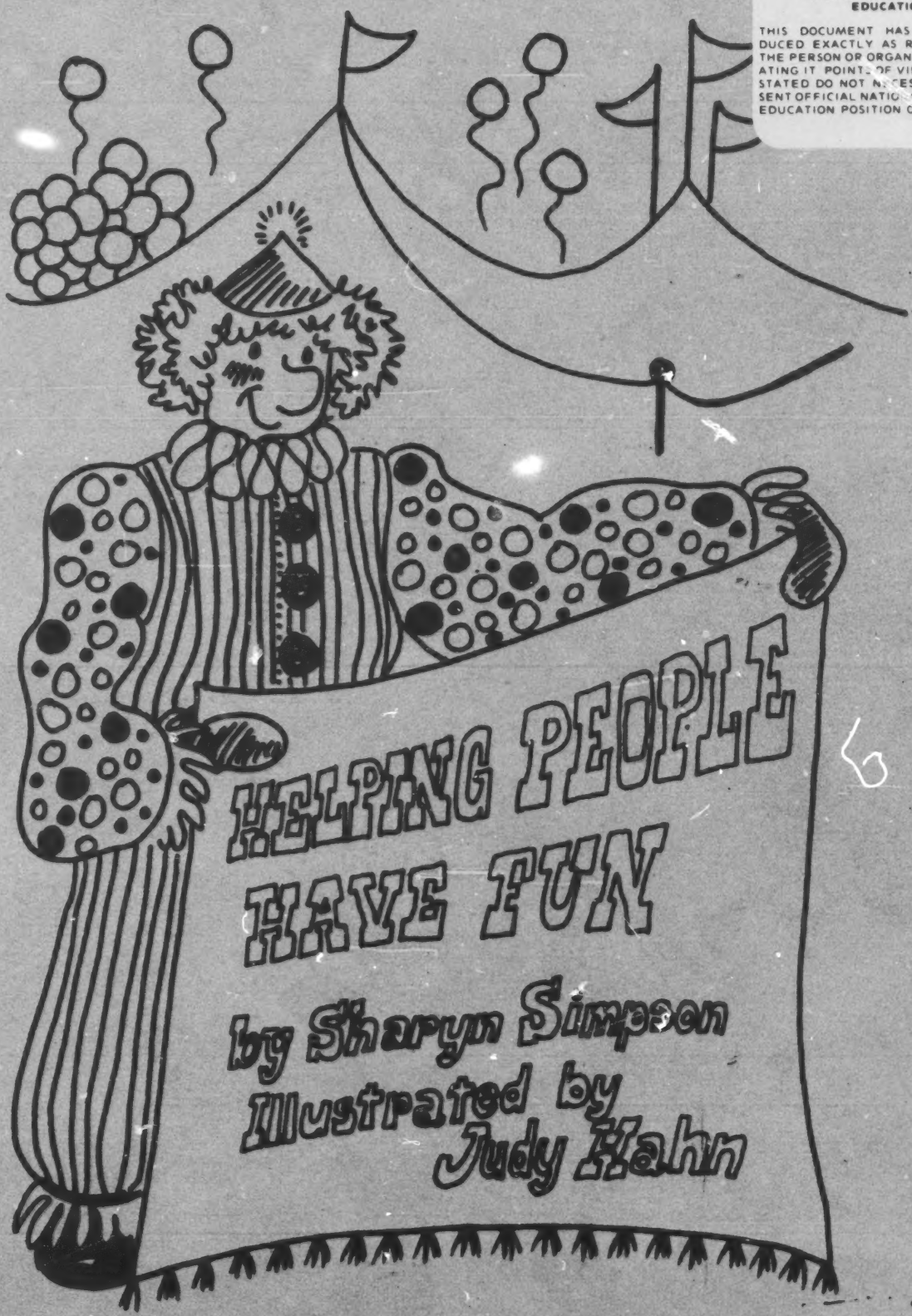

HELPING PEOPLE HAVE FUN

by Sharyn Simpson
Illustrated by Judy Kahn

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Curtis L. Hiltbrunner II
Project Director

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How To Use This Book

Would you like to have a job that helps people have fun? There are many jobs in which you can do just that. We call them leisure time occupations. This book will tell you a little about some of them. It will tell you:

1. What you will do in the job.

2. What you should be able to do before you apply.

3. Some things about the job such as the hours you might work and how much you would be paid.

4. Where to find out more about the job.

There are, of course, many other important leisure occupations that you will not find in this book. The perfect one for you might not be here. For some of the jobs you do not need much schooling. For others, a college degree is needed. Ask your teacher or counselor if they can help you learn more about leisure occupations. In the back of the book is a list of other books and films. These will tell you about more leisure occupations. They will also give you more details about the jobs.

This book has six chapters. Each one tells about a different job family. On the first page of each chapter you will find some words that you may not know. If the word has a * in front of it, you can look it up in the back of this book on the pages called "What Does It Mean?".

Think about the places where you and your family or friends go to have fun. Next time you go to those places, look for people who work there. These people are in leisure occupations. Maybe they will tell you some other things about their jobs. Someday, maybe you will have a leisure occupation.

Careers in Food Services

Isn't it fun to eat out? Think of all of the different kinds of places where you can eat. Look around your town. There are drive-ins, little cafes, cafeterias and big fancy restaurants. Also, many hotels and motels have eating places. Even dude ranches serve food. If you have eaten out, you probably remember the person who brought you your food. There are many more people who work in food service businesses. There are cooks to prepare the food, waiters and waitresses who bring it to the table, people who wash dishes, people who buy the food and many others. The next time you eat out try to see how many people work at helping you have fun.

Many people start out as a waitress or a busboy and someday become the boss or even the owner of the cafe or restaurant. you think that you would like to have a career in food service If you think that you would like to have a job where you meet many different people who eat away from home, you should think about a food service career.

Can you read these words?

kitchen
directions
uniform
duties
hourly
National Restaurant Association
*accurately
*health certificate
diseases
*home economics
*shift
examination
directly
customers
experience
requires
cash register
salestax
menus
*appearance
penmanship
*responsible
confused

Bus Boy

What You'll Be Asked to Do

You will be asked to carry heavy trays of dishes, clear tables of used dishes and take them to the kitchen, wipe tables, change the tablecloths, set the table and sweep the floors. You may be asked to fill empty salt and pepper shakers and sugar bowls. Sometimes you might be asked to fill coffee cups and water glasses.

Before Applying...

You should know how to carry heavy trays and be a strong person. You should be able to follow directions. You should enjoy working with people.

Things to Know About This Job

You will probably work nights and holidays. When the restaurant is busy, you will be rushed to clear the tables. Your salary will vary. Sometimes you get part of the waiter or waitresses tips, and a small amount of money per hour from the restaurant itself. Other places, you will receive a daily or hourly salary only. You may get your meals free.

Want to Know More? Contact:

National Restaurant Association
Educational Director
8 South Michigan Avenue
Chicago, Illinois

Carhop

What You'll Be Asked to Do

You will be serving food and drinks to people in their cars. You may take their orders, usually over a phone or intercom, and deliver them outdoors on a tray that attaches to the customer's car. You will also pick up the tray when the customer is finished with it. You will probably be asked to clean up the drive area.

Before Applying...

You should enjoy working with people. You should not mind being on your feet most of the time. You should be able to work quickly and not get upset if many cars want service at once. You must be able to make change quickly and accurately.

Things to Know About This Job

The pay will vary, but you will probably get tips. You may be asked to wear a uniform. You will work in all weather, and sometimes in both summer and winter.

Want to Know More? Contact:

National Restaurant Association
Educational Director
8 South Michigan Avenue
Chicago, Illinois

Cook

What You'll Be Asked to Do

You will be in charge of preparing the food that the restaurant serves. You must select, cook and season the dishes listed on the menu. In a large restaurant you will have helpers, but in a small one you will cook everything from hamburgers to complete meals. In small restaurants, you would be in charge of the whole kitchen. You will be expected to tell the manager about any supplies that you need. You will have to read the orders that the waiter or waitress gives you.

Before Applying...

You will probably need a health certificate to prove you are not carrying any diseases. You should know how to cook many kinds of food well. You have to be a well organized person, as a cook has many things to do. You should be able to stay calm when many orders are brought in from the restaurant. High school home economics courses should help you.

Things to Know About This Job

You will be on your feet most of the day. You will probably have to work evenings. Pay will vary, but cooks who are good at their jobs are paid well.

Want to Know More? Contact:

Hotel and Restaurant Employees
& Bartenders International Union
525 Walnut Street
Cincinnati, Ohio

The National Restaurant
Association
Educational Director
8 South Michigan Avenue
Chicago, Illinois

Cook's Helper

What You'll Be Asked to Do

You will be asked to help the cook in every way possible. You will probably cut vegetables, check ovens, run the kitchen machines, and maybe even wash pots and dishes. You must do whatever the cook asks you to do.

Before Applying...

You should know something about cooking for large groups. You should have a medical check-up to make sure you are healthy and not carrying a disease others could catch. You should be strong enough to lift heavy sacks and be a pleasant person. Being clean is always required.

Things to Know About This Job

You must be willing to work evenings and weekends, for that is when restaurants are busiest. You should have good skills with big knives, as cook's helpers may get cut if they don't use them correctly and carefully. You will have to remain calm if there is an accident or when many people are calling you all at once. You must be pleasant even if the cook is grumpy. Your salary depends on the size of the restaurant where you work. You probably will get free meals during your shift.

Want to Know More? Contact:

Educational Director
National Restaurant Association
8 South Michigan Avenue
Chicago 3, Illinois

Hotel & Restaurant Employees
& Bartenders International Union
525 Walnut Street
Cincinnati 2, Ohio

The National Council on Hotel and Restaurant Education
777 14th Street Northwest
Washington, D. C.

Dishwasher

What You'll Be Asked to Do

In some restaurants you will load the big dishwashing machines with dirty dishes. You will take them out of the machine when they are dry. You will be expected to keep the dishwashing machine clean. In other restaurants you will have to do dishes by hand. This is usually done in small restaurants and cafes.

Before Applying...

You should be a fairly strong person. You should enjoy working at all hours, since dishwashers work all the different shifts. You must be able to stand on your feet for a long time. You should also like to be in warm places.

Things to Know About This Job

You may have to wear an apron or uniform. You will be in the kitchen the whole work day. Pay will vary but you usually will be paid by the hour. At most places you will get a free meal during your shift.

Want to Know More? Contact:

Economics Laboratory, Incorporated
Home Service Department
Guardian Building
St. Paul, Minnesota

Fry Cook

What You'll Be Asked to Do

You will be asked to prepare all the fried food the restaurant serves. That includes eggs, hamburgers, griddle cakes, and french fries. You must also keep the griddle very clean. In a small restaurant, the fry cook may do many other things besides "short orders", but in a large one, that is the only duty you will be asked to perform.

Before Applying...

You must be clean and healthy, and may have to pass a doctor's examination. You must know how to prepare many fried foods. You should be calm and friendly and enjoy working on your feet for long periods of time. You must not get confused when many orders come in at once and several things are cooking at once. Home economics courses will help you.

Things to Know About This Job

You will probably need uniforms or an apron which must be spotless every day. Long hair must be tied or netted. You may be asked to work from orders or directly with customers, especially in a smaller restaurant. You will work on your feet most of the time. Salary will depend on your skill, experience and size of the restaurant. Working from orders requires reading skills.

Want to Know More? Contact:

National Restaurant Association
Educational Director
8 South Michigan Avenue
Chicago 3, Illinois

Hotel & Restaurant Employees
& Bartenders International Union
525 Walnut Street
Cincinnati 2, Ohio

The National Council on Hotel and Restaurant Education
777 14th Street Northwest
Washington, D. C.

Restaurant Cashier

What You'll Be Asked to Do

You will be asked to use the cash register. You will take money from the restaurant's customers when they pay for their meal. Sometimes the waiter or waitress will bring the money. You must be fast and accurate at making change. You may have to keep records in larger restaurants. You must always be gracious, well groomed and friendly. You may have to listen to some customers complain!

Before Applying...

You should know how to add, subtract, divide, multiply and figure salestax. You should be able to handle money skillfully. You should be able to "keep your cool" when someone is complaining to you. In most places, you will have to know how to use a cash register when you apply. Other places will train you. Good eyesight is helpful, too. You should be neatly dressed and groomed when you apply for the job.

Things to Know About This Job

The salary for this job varies from place to place. Employers like a high school diploma, but it's not necessary. The better you are in math, the better you will like your job. People who enjoy meeting others will get along better in this job than those who are shy.

Want to Know More? Contact:

Director of Education
National Restaurant Association
1530 North Lake Shore Drive
Chicago, Illinois 60610

Restaurant Hostess

What You'll Be Asked to Do

You will give customers their menus and show them to a table. You will make sure that all of the waiters and waitresses get about the same number of customers. You would be the person who greets the customers when they enter.

Before Applying...

You should be a cheerful person. You should enjoy wearing nice clothing. You must be neat and clean at all times. You have to make sure that none of the waiters or waitresses get too busy. A high school diploma is not necessary. Good appearance is the most important requirement.

Things to Know About This Job

You will be on your feet most of the time. You will probably work evenings and weekends. Your pay will depend on the restaurant, but in most places it will be a weekly or hourly salary.

Want to Know More? Contact:

Hotel & Restaurant Employees & Bartenders
International Union
525 Walnut Street
Cincinnati, Ohio

Restaurant Manager

What You'll Be Asked to Do

This is a very important job. You are in charge of making sure that everything goes smoothly in the restaurant. Your duties will depend on the size of the restaurant. In general, you will be expected to make sure that all the workers are doing their job and that the customers are happy. You may order food for the restaurant. You will be in charge of the money the restaurant takes in at the end of each day. You will be expected to solve any problems that come up.

Before Applying...

You will probably need experience working in a restaurant before getting this job. You must know how to work well with people. You must know about all the different jobs that go into running a restaurant. You must be very responsible. You must look neat at all times. You must be good at keeping calm when problems come up. High school courses in home economics and bookkeeping will be helpful.

Things to Know About This Job

This job pays well, especially in big restaurants. You will probably work long hours. You will usually be the person in charge at the restaurant.

Want to Know More? Contact:

National Restaurant Association
Educational Director
8 South Michigan Avenue
Chicago, Illinois

Waitress/Waiter

What You'll Be Asked to Do

You will take orders for food from the restaurant's customers. You will pick up the food from the kitchen and serve it to the customers. You may also be asked to set the tables, fill ketchup bottles and salt and pepper shakers. You would make sure that the customers are happy with their food. You might be asked to clear away the dirty dishes in a small restaurant.

Before Applying...

You may need a health certificate in some cities. You may also need a special uniform. Sometimes the restaurant will provide it.

You should enjoy working with people. You should not get too excited when the restaurant is busy. Good penmanship and the ability to add correctly are skills you will need.

Things to Know About This Job

Wages depend on the restaurant. Usually a waiter or waitress gets tips which increase his salary.

You will be on your feet most of the time. You may have to work nights and weekends. Restaurants are busiest at those times.

Want to Know More? Contact:

Hotel & Restaurant Employees & Bartenders
International Union
525 Walnut Street
Cincinnati, Ohio

Careers in Conservation

Many people on vacation like to enjoy nature. They like to look at the scenery and the wildlife. We have many parks which people visit to enjoy these things. In these parks there are many workers who help keep the parks nice for visitors. These people have careers in conservation.

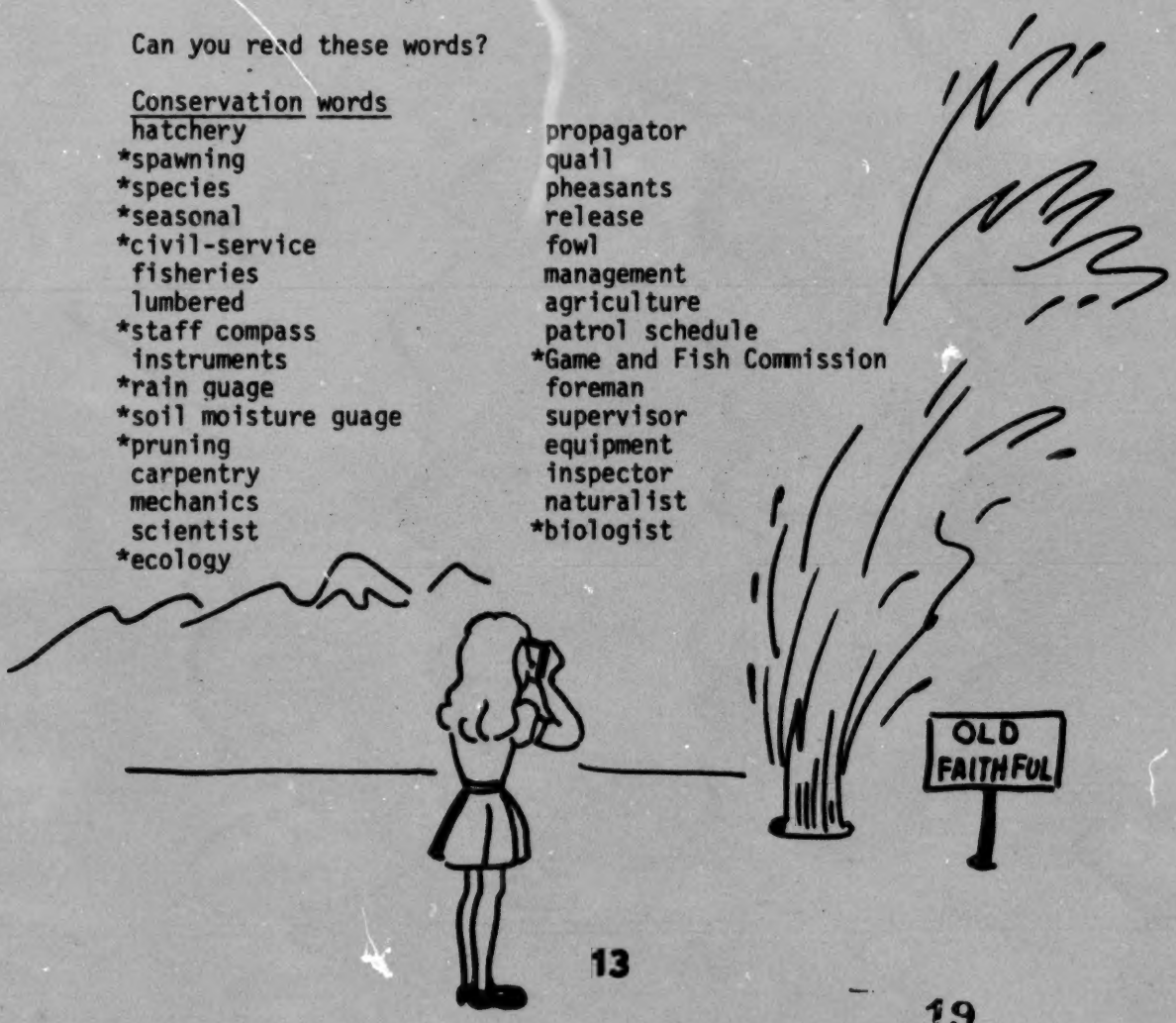
There are different kinds of careers in conservation. Some people keep the park clean. Others care for the plants and animals. Still others see that park rules are followed.

Cities and towns have small parks while state and national parks are sometimes very big. Next time you are in a park look for all of the people who keep parks for you to enjoy.

Can you read these words?

Conservation words

hatchery
*spawning
*species
*seasonal
*civil-service
fisheries
lumbered
*staff compass
instruments
*rain guage
*soil moisture guage
*pruning
carpentry
mechanics
scientist
*ecology
propagator
quail
pheasants
release
fowl
management
agriculture
patrol schedule
*Game and Fish Commission
foreman
supervisor
equipment
inspector
naturalist
*biologist



Fish Hatchery Worker

What You'll Be Asked to Do

You will be in charge of the fish until they leave the hatchery. You would prepare the tanks for spawning. This means cleaning and draining them before use. You would feed the small fish and sort them by color, size and species. You would see that they are well cared for until they leave the hatchery.

Before Applying...

You will probably need a high school diploma. You should really enjoy working outdoors. Courses in science will be helpful.

Things to Know About This Job

It may be year-round or seasonal. You may have to take a civil-service test. This is a good summer part-time job if you want to work in this area some day.

Want to Know More? Contact:

American Fisheries Society
1040 Washington Building
15th & New York Avenues, N.W.
Washington, D. C. 20005

Forester Aide

What You'll Be Asked to Do

You would help to plant new trees, protect forests and count the number of trees ready to be lumbered. You will use a staff compass and chain when you map land areas. You will record the readings of many instruments, such as the rain guage, soil moisture guage and stream flow recorder. You will also take care of some trees by spraying and pruning.

Before Applying...

You must have a high school diploma. You may have to pass a civil-service test to get the job. You must like the outdoors, be strong and healthy. You should enjoy working alone. You need to learn how to read the guages accurately. Courses in science will be helpful.

Things to Know About This Job

This is a year-round job. You will work in all kinds of weather. You would probably work a regular five day week. The pay varies, but it is usually a monthly salary. You might work for a lumber company or a state or for the federal government.

Want to Know More? Contact:

American Forest Institute
1835 K Street N.W.
Washington, D. C. 20006

Game Propagator

What You'll Be Asked to Do

You would make sure that there are enough game animals in all areas of a state or private game farms. You would do this by seeing that the eggs of quail and pheasants are hatched and cared for properly. You would also plant grain to be used for game feed. Sometimes you would patrol the game farm to be sure no one is breaking game laws. You would release young animals and fowl all over the farm so they would not crowd in one area.

Before Applying...

You would have to have experience on game farms, or college classes in game management, or agriculture. You could not get this important job without knowing alot about game animals.

You should enjoy working with animals. You should be able to use regular farm tools. You should be in good health. Science courses will be helpful.

Things to Know About This Job

This job is available all year, but your duties will change with the seasons. You will work mostly outdoors. Record keeping is part of this job, too. Your pay will vary from place to place, but is usually a monthly salary.

Want to Know More? Contact:

Wildlife Management Institute
709 Wire Building
Washington, D. C. 20005

Game Warden

What You'll Be Asked to Do

You would be in charge of an area of land. You would make sure that the game and fish laws were not broken. You would explain fish and game laws to sportsmen. You might help stock fish and release wild birds. Sometimes you may have to help other people, such as the police or forest fire fighters.

Before Applying...

You will probably need a college degree in biology or a related field. You should like to talk to people. Courses in science and law will be helpful to you. Knowing about animals and liking the out-of-doors will help, too.

Things to Know About This Job

The job is year round. The work week will depend on the season. Your work day will depend on your patrol schedule. You are usually paid by the month. Game wardens are often moved from place to place every few years. You will probably work for the state and wear a uniform.

Want to Know More? Contact:

Your state Game and Fish Commission or:

Wildlife Management Institute
709 Wire Building
Washington, D. C. 20025

Park Foreman

What You'll Be Asked to Do

You will be a supervisor of many other people if you become a Park Foreman. The people who work for you will take care of the park's roads, buildings, trails, campsites and equipment. You would also act as inspector of the grounds. You could work as a guard or patrolman, too.

Before Applying...

A high school diploma is needed. You should have experience fixing many things. Skill in carpentry and mechanics would be helpful. Your job would require strength and ability to work outdoors. Most of all, you would have to be a good leader and supervisor. You should take courses in industrial arts in high school.

Things to Know About This Job

The work may be seasonal or year-round. You would be well paid, but this depends on the park. You would have to be able to solve problems that come up among the workers. You will have to see to it that everything is taken care of at the park.

Want to Know More? Contact:

National Recreation & Park Association
1700 Pennsylvania Avenue, N.W.
Washington, D. C. 20006

United States Department of the Interior
National Park Service
Washington, D. C. 20240

Park Naturalist

What You'll Be Asked to Do

You would give people tours of the park, show movies and slides and give talks. You would tell people about books they could buy about the park, too. You would know a great deal about the flowers, animals and special things in the park.

Another part of your job would be to plan trails. You would know all about the park's history and its future. You would be in charge of how people use the park. You would make sure that park rules are not broken by tourists or campers.

Before Applying...

You should enjoy speaking to large groups. You should speak clearly and write well. Most of the time, a college degree is necessary. Also, you must have experience in park service. The ability to get along with people is also very important. Science, speech and english courses in high school should be taken. Good health is important.

Things to Know About This Job

Work is both indoors and outdoors. You would probably work five days a week. You might work different times in different seasons. Most park naturalists give evening talks in the summer. Talks are also given on weekends. The pay is good, but it varies from park to park.

Want to Know More? Contact:

National Recreation & Park Association
1700 Pennsylvania Avenue, N.W.
Washington, D. C. 20009

Park Ranger

What You'll Be Asked to Do

You will work with many people as a Ranger. You will direct people to campsites, collect fees and lead nature hikes. You will give talks to the park visitors about the park's plants and animals.

You would also have to be ready to give first aid and fight fires. You would have to know how to direct people all over the park. You will also act as a law officer.

Before Applying...

Four years of college is usually necessary. Courses in forestry, biology and conservation are good to have. You should enjoy the outdoors and be physically fit. You should plan ahead to study the things necessary in school, if you want to be a Ranger.

Things to Know About This Job

You would work all year. You may have to take a written test for the job. Your pay will depend on where you are a Ranger. Most jobs are with the federal government which means you will have a good retirement plan and can expect job security if you do a good job.

Want to Know More? Contact:

Department of the Interior
National Park Service
Washington, D. C.

Range Aide

What You'll Be Asked to Do

You would work with the range scientist.. You would do many things, such as spraying trees and fire fighting. You would also count animals, build roads and plant new trees.

You would sometimes run farm equipment and check fences. You might lay out range markers.

Before Applying...

A high school diploma may not be necessary. Some courses in agriculture and shop would be helpful. You should be very good with your hands. You must be strong and healthy.

Things to Know About This Job

This job usually lasts from spring to fall. Pay will vary. You will be outdoors most of the time.

Want to Know More? Contact:

Society for Range Management
2120 South Birch Street
Denver, Colorado 80222

Wildlife Biologist

What You'll Be Asked to Do

You will be making sure that wildlife stays healthy. This means studying the reasons for animal deaths and watching for changes in the animals' habits. You would be asked to explain how new buildings and factories would change wildlife. You would do many other things, too. You may speak to sportsman's clubs and schools.

Before Applying...

You need a college degree in wildlife management, biology, ecology or other science fields. In many states, even more school work is required. There are only a few jobs open in this area right now.

You should be very interested in animals and like to work outdoors. You should be able to speak to groups.

Things to Know About This Job

You would probably work for a state or the federal government. You would work in all weather. The work week would be different at different times of the year. Pay is good, but it depends on your experience and where you work.

Want to Know More? Contact:

Wildlife Management Institute
709 Wire Building
Washington, D. C. 20025

Or your state wildlife agency

Careers in Lodging

Have you ever stayed in a hotel or motel? Was it fun? There are many places where people stay at night when they are away from home. Besides hotels and motels, there are resorts, dude ranches and even colleges where people stay. This is called "lodging".

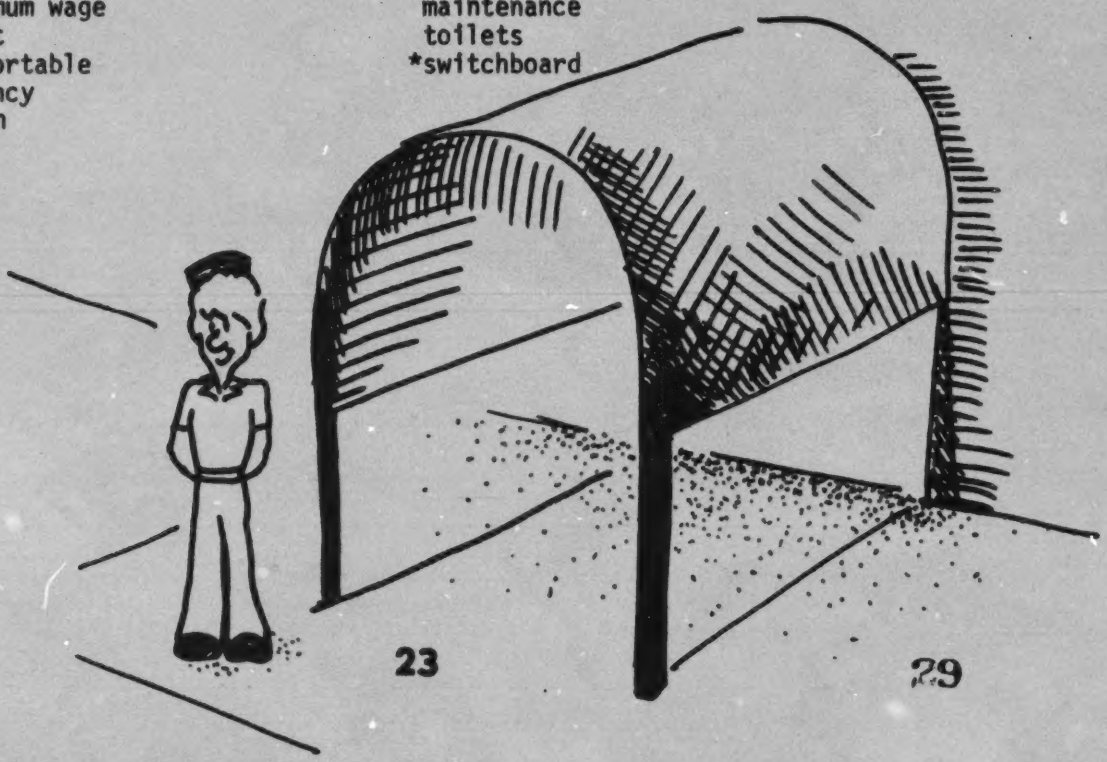
It takes alot of workers to provide lodging. There are maids, maintenance men, bookkeepers, managers, desk clerks and many others. Some motels and hotels have eating places, swimming pools, golfcourses, bars or other services to make their guests' stay as pleasant and comfortable as possible.

Many people who need lodging are on vacation. Some are on business trips. Both kinds of guests like to stay in a clean, neat place where they are treated nicely.

Some people who start out as maids or bellhops and work hard may become head housekeepers or managers. You may even own your own business someday. If you like people, a career in the lodging business may be for you.

Can you read these words?

*registration
curious
courteous
*minimum wage
valet
comfortable
vacancy
*linen
restaurant
alert
attendant
maintenance
toilets
*switchboard



Hotel Bellman

What You'll Be Asked to Do

You will be asked to carry a hotel guest's bags from his car to the registration desk, and then up to his room. You would pick up the guest's key and open his door. You might also be asked to bring "room service" orders to the rooms from the restaurant, or to pick up and return clothes that went to the laundry or dry cleaners. You might have to deliver telegrams to guest's rooms.

Before Applying...

You must be strong and enjoy working on your feet. You must enjoy speaking to strangers and keeping yourself neat and clean. You must not be too curious about things that belong to the hotel's guests. You must be alert in case you have to report a fire. You must be courteous and not get angry if you aren't given a tip.

Things to Know About This Job

Your salary usually depends on tips from customers. The hotel does not pay very much. You should be so familiar with the hotel that you can direct people to the restaurant, barber shop or different rooms in the building. You should also know the city well enough to give directions to important spots, like the theatres, big restaurants and post office. You may be asked to join a union in larger cities.

Want to Know More? Contact:

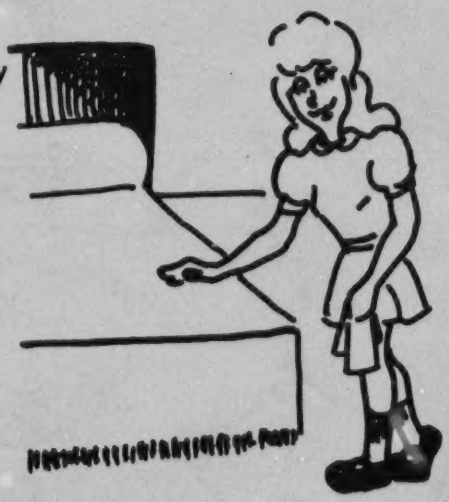
American Hotel Association
221 West 57th Street
New York 19, New York

Hotel Maid

What You'll Be Asked to Do

You will be in charge of many rooms. You will change the sheets and fix beds each day. You must empty wastebaskets, dust, straighten, sweep and change the towels. This is not heavy work.

Sometimes, you will find that a guest has left something behind. You would take it to the office so the guest could come and pick it up.



Before Applying...

You should enjoy housework. You should be able to work quickly without being watched. You must be courteous and polite. You do not need a high school diploma.

You must not get angry or upset if any of the rooms are left very messy.

Things to Know About This Job

The pay is not very high but you may get tips. The job may become boring because you do the same thing everyday. You will probably be asked to join a union.

Want to Know More? Contact:

American Hotel Association
221 West 57th Street
New York 19, New York

Ask for booklets "Will Hotel Work be Your Career" and
"Choosing a Career in America's Hotels"

Hotel/Motel Linen Attendant

What You'll Be Asked to Do

You will be asked to keep track of all the linen needs of the rooms. You would make sure the maids have enough to keep all the rooms well supplied. Each maid will give you her order slip, which you must fill. You would also be in charge of the other worker's uniforms, cleaning materials and guest supplies such as extra beds, cribs and tables. You are also in charge of the room keys and checking-in linen just back from the laundry. You might even be the lost and found attendant and fix or mend torn linen.

Before Applying...

You should be experienced at housekeeping. You should know how to keep a checklist, and how to get along with other people. You should know what linens are needed in hotel/motel rooms. Home economics courses will be helpful.

Things to Know About This Job

The salary varies, but will usually be at least minimum wage. You will need to order your time and not become upset when many people are asking for things all at once. You must be neat and keep things in their place. You may have heavy lifting to do. You must be good at mending.

Want to Know More? Contact:

Ask:
The public library for these books -
Modern Hotel Management, by Gerald W. Latten, W. J. Freeman & Co. San Francisco
House Keeping for Hotels, Motels, Hospitals, Clubs and Schools, by Grace H. Brigham Ahrens Pub. Co., Inc., N.Y., N.Y.

Hotel/Motel Maintenance Man

What You'll Be Asked to Do

You would be the person who fixes anything broken. You would put in new windows and fix broken furniture. You should be an all-around handy-man. The hotel or motel manager would give you a list of repairs each day. You would also look into all the rooms to make sure everything is in good working order.

Before Applying...

You should know how to fix many things. You should know how to use many different tools. You should be strong and healthy. You should take all the industrial arts courses you can.

Things to Know About This Job

You will probably need your own tools. You should be a quick worker. You will be working on your feet most of the time. The job can be year round or seasonal. Pay depends on the city and size of the hotel or motel. You may be paid hourly or weekly wages.

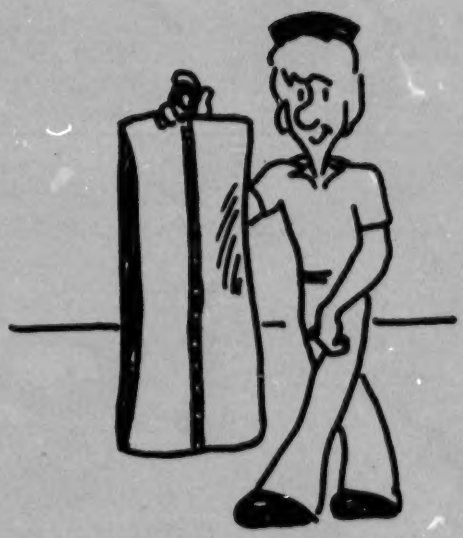
Want to Know More? Contact:

Your local hotels and motels

Hotel Valet

What You'll Be Asked to Do

The hotel valet takes laundry and dry cleaning from guests' rooms to be washed, cleaned or pressed. He also returns the clothes to the guests when they are ready. The guest will call the desk clerk or room service if they want this help. In some hotels, you may also do the work of a bell boy.



Before Applying...

You should enjoy working with people. You should speak clearly and know how to follow directions. The guests will tell you what they want done. They will be unhappy if their clothes are not cared for in the right way.

Things to Know About This Job

Your pay depends on the size of the hotel. Many times, your pay will depend on tips from customers. You will also be paid by the hour or by the number of clothes you clean or press.

Want to Know More? Contact:

American Hotel and Motel Association
221 West 57th Street
New York, New York 10019

Powder Room Attendant

What You'll Be Asked to Do

You will be asked to keep the washroom neat and clean, but not to do the heavy cleaning work. The work includes keeping toilets flushed, cleaning sinks off after use and caring for the floor. You would also hand guests clean towels. Some times, sewing or hair-fixing might be necessary, as well as knowing how to use a stain cleaning kit. You would also have pins and other useful items ready in case they are needed.

Before Applying...

You should enjoy working with people very much. You should know how to hand sew and know how to make a guest comfortable if they are ill. You should enjoy working with many different kinds of people and be willing to help with any problem, if possible.

Things to Know About This Job

Salaries are not high. Most of your money will come from tips. Some larger hotels and restaurants use Powder Room Attendants. Small ones usually don't. You may have to join the Hotel and Restaurant Employees Union if you are in a larger city.

Want to Know More? Contact:

Oklahoma Agricultural College Extension
Stillwater, Oklahoma

Courtesy Smooths the Way, ask for (Extension Circular 606)

Desk Clerk

What You'll Be Asked to Do

The desk clerk welcomes guests in a hotel or motel. He helps them fill out the registration form. He gives them the keys to their room. In most small hotels and motels the desk clerk also answers the phone and runs the switchboard. He connects guests with the operator and marks down the cost of the call on the guest's bill.

The desk clerk keeps track of all the rooms that have guests in them. He puts out the "no vacancy" sign when there are no rooms left.

The desk clerk will often take the money for the rooms, so you should know how to make change and be good at arithmetic.

Before Applying...

Desk clerks should enjoy meeting people. A high school diploma is not necessary, but may help. You should have a nice voice on the phone. You should be a calm person. Guests will sometimes complain about the hotel or motel. You would tell the manager about the problem. You should know how to handle money.

Things to Know About This Job

You may be asked to work odd hours. Motels are often open late at night and all day seven days a week. The pay will depend on the size and location of the hotel or motel.

Want to Know More? Contact:

American Hotel & Motel Association
221 West 57th Street
New York, New York 10019

Outdoor Careers

Do you ever go fishing, hiking or skiing? Does anyone in your family go hunting? Alot of people have fun by doing things that can only be done in the mountains, forests or fields. We call these outdoor sports. If you like these outdoor sports and you are good at them, you might like an outdoor career helping people have fun.

Many of these jobs only last for a few months of the year, so you might have to have more than one job. Think about people who have helped you have fun in outdoor sports. What other jobs do they have?

Can you read these words?

counselor
*bunkhouse
*room and board
*sleep-away camp
caretaker
experience
*industrial arts courses
lodges
emergency
*dude ranch
wrangler
horseback
equipment
sportsman
*machine shop
operator
ski patrol
skiers
*dress the meat
*outfitter
recreation center
instructions
accident
Park Department
gym
written
*weight limits

Boat Boy

What You'll Be Asked to Do

You would take care of a group of boats that guests will rent. You might work at a resort hotel, a campground, lake or park. Your job would be to clean and take care of the boats. You would make sure none of them leak. You would make sure they would know which boats should not be used. You might help people get in and out of the boats.

Before Applying...

You should enjoy working outdoors. You should know how to use simple tools. You should know how to handle boats so you can tell people how to use the boats safely.

A high school diploma is not necessary. The ability to fix motors would be helpful.

Things to Know About This Job

This job is usually seasonal. In some places where it is warm all the time, it may be an all-year job. Pay is usually by the hour. You will work mostly in good weather, but you would make sure all the boats are in before you left the dock in bad weather.

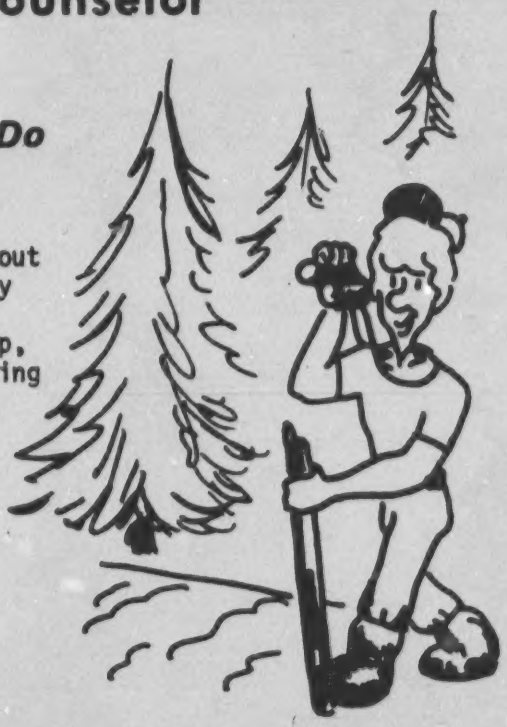
Want to Know More? Contact:

Your local resort hotels and campgrounds

Camp Counselor

What You'll Be Asked to Do

A counselor is in charge of children. You would teach them about nature, take them on hikes and play with them. You might live in a bunkhouse with them. At a day camp, you would be with the children during the day and see that they got home safely on the bus.



Before Applying...

Counselors must usually be 18 years of age or older. You should like children and the outdoors. Most camps have children of different ages. You would probably get to work with an age group that you like. You should be in good health, and know many sports and games. You should know how to swim.

Things to Know About This Job

Usually you just work for the summer. The job does not pay very much, but room and board is included at sleep-away camps. You get to do many fun things with the children. You are "on-duty" for long hours. You must be sure the children are watched at all times.

Want to Know More? Contact:

Your local camp director or:
American Camping Association
Bradford Woods
Martinsville, Indiana

Campground Caretaker

What You'll Be Asked to Do

You would be in charge of a camping area. This means you would make repairs, clean, paint and make sure the campsites are cared for correctly. You might also plant and mow if you were the Campground Caretaker. You might be one of the people that builds new campsites, too.

Before Applying...

You should have experience in camping, repair work and general caretaking. You should be strong and like the outdoors.

A high school diploma may be necessary. You should take industrial arts courses.

Things to Know About This Job

In many places, the campground is open only two or three months a year. In others, you would work all year long. The pay depends on the area.

Want to Know More? Contact:

National Campers and Hikers Association
7172 Transit Road
Buffalo, New York 14221

Dude Ranch Wrangler

What You'll Be Asked to Do

A dude ranch wrangler helps the guests enjoy their stay at the dude ranch in many ways. He takes them on horseback rides. He takes part in any shows the ranch puts on for the guests. He takes care of any animal at the dude ranch. He helps repair broken fences and buildings.

Before Applying...

You should be a good horseman. You should have experience working on a ranch. You should enjoy outdoor work. You do not need a high school diploma. It would be helpful to know how to use many different tools.

Things to Know About This Job

The work may be seasonal or year-round. This depends on where you work. The pay also depends on where you work. At most dude ranches, room and board is part of your salary. Sometimes the guests will give you tips, if you are friendly and helpful.

Want to Know More? Contact:

Your local Dude Ranch Manager

Hunting and Fishing Guide

What You'll Be Asked to Do

You would help hunters and fishermen by taking them to good places to hunt and fish. You would also help by telling the sportsmen about useful equipment to use for that area. You might be the person in charge of the group. You will have to care for game and fish meat. Sometimes you will do the cooking for the sportsmen.

Before Applying...

You should know a good deal about living in the outdoors. You should know your hunting and fishing areas very, very well. You must know the game and fish laws. Knowing about different camping, boating, hunting and fishing equipment is also important. First aid skills are needed. You do not need a high school diploma, but in some states you will need a guide's license. You should know how to get along with others.

Things to Know About This Job

The work you do depends on the hunting and fishing seasons in your area. You work in all types of weather. Pay would depend on how many people you guide. Sometimes you will get tips from the hunters and fishermen.

Want to Know More? Contact:

Your state Game and Fish Commission
or Outfitters in your area

Hunting and Fishing Packer

What You'll Be Asked to Do

You would pack horses with all the equipment for a hunting or fishing trip. This includes food, guns, rods and camping supplies. You would set up the campsite and help dress the meat or clean the fish. You may be asked to cook and break camp, too.

Before Applying...

You must be a good horseman. You must know how to hunt, fish and camp very well. You must know the area very well. You should know first aid. You do not need a high school diploma. You should know how to get along with others.

Things to Know About This Job

You would be paid by the outfitter. You might also get tips from the hunters and fishermen, if they enjoyed the trip. The work is seasonal. The days you work depend on the hunting and fishing laws in your area.

Want to Know More? Contact:

Your local Game and Fish Outfitters

Recreation Aide

What You'll Be Asked to Do

You would probably work at a recreation center or playground. You would help people enjoy the area. You might be a group leader. You would make sure that children used the playground safely. You might be the person that lends out playground equipment.

Before Applying...

You should be able to show others how to use the equipment at the playground. You should be good at speaking. You should enjoy working with different people. You should be able to give and follow instructions. You should be able to learn new things quickly because you may have to teach these things to others.

Things to Know About This Job

The pay will vary. You would be expected to follow the rules set down by your boss, and by the Park Department. You should have some high school courses in gym, arts and crafts and first aid. Sometimes you will work with children and you should know how to treat them.

Want to Know More? Contact:

National Recreation & Park Association
1700 Pennsylvania Avenue, N.W.
Washington, D. C. 20006

Ski Instructor

What You'll Be Asked to Do

You will teach people how to use ski equipment. You will teach them how to ski safely. You will teach people of all ages. At a small lodge, you may also be on ski patrol. That means that you will help people who are hurt get to the lodge safely.

Before Applying...

You must be a very good skier. In some places, you may have to pass a written test. A high school diploma is not necessary. You must know how to get along with people. You must know some first aid and what to do in an emergency. You must be strong and healthy.

Things to Know About This Job

The work is usually seasonal. You will be on salary or you will share the student's fees with the ski lodge or ski school. You must be interested in helping the students learn to ski more than having fun skiing yourself.

Want to Know More? Contact:

Your local ski lodge or ski school

Ski Lift Operator

What You'll Be Asked to Do

You would be in charge of one of the ski lifts at a ski area. You would make sure that the skiers know how to get on and off the lift. You would see that each skier gets on safely. If there was an accident on the lift, you would stop it or slow it down so no one would be hurt. You would also check the lift many times each day to be sure that it was working correctly. You would close the lift if the weather became too bad to run it safely.

Before Applying...

You should know how to use the lifts safely. You should know how to make repairs quickly. A high school diploma is not necessary, but classes in machine shop would be very helpful. You should really enjoy outdoor work.

Things to Know About This Job

In most parts of the United States this job is seasonal. You would work in very cold weather. You would work while it snows much of the time. Your pay could be a salary by the week, or by the hour. You would probably work weekends and holidays, because that is when people want to ski. In some places, you must know how to ski to get this job.

Want to Know More? Contact:

Your local ski area or resort manager or:

United States Ski Association
The Broadmoor Hotel
Colorado Springs, Colorado 80906

Careers in Entertainment and Sports

Have you ever been to a circus or a carnival? Do you watch television or go to the movies? Do you like to listen to music? These are a few of the things that are called entertainment.

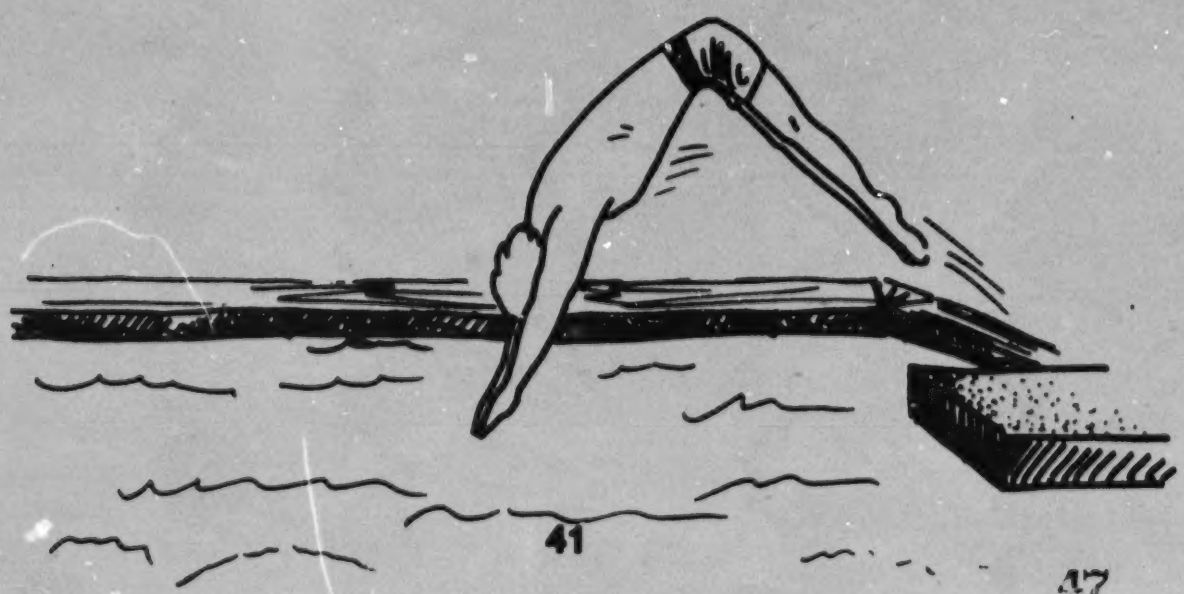
If you bowl, swim or play baseball you have fun in sports. Some people have careers in sports. Many people watch sports for entertainment.

Professional athletes, coaches and referees have careers in sports. People who help make movies and television shows have careers in entertainment. You may not have careers like these in your town, but you probably have places that show movies and places where people have fun in sports. See how many you can think of.

Can you read these words?

sandwiches
customers
supplies
bowling alley
*management
disc jockey
advertisements
*sound engineer
turntables
announce
emergency

minimum
greenskeeper
diseases
lifeguard
drowning
certified
responsible
projectionist
museum guard
musician
orchestra



Bowling Alley Manager

What You'll Be Asked to Do

You would make sure that everything is going well at the bowling alley. You would be in charge of the maintenance men, the cashiers and any other workers. You might take money yourself from the customers after they bowl. You would make sure that the bowlers use the lanes and the balls properly.

Before Applying...

You should know a lot about bowling equipment. You should know how to work with other people. You should know how to use a cash register. A high school diploma is not necessary.

Things to Know About This Job

You might work nights, weekends and some holidays. Your pay would depend on the size of the bowling alley. Usually some management experience is needed.

Want to Know More? Contact:

American Bowling Congress
1572 East Capital Drive
Milwaukee, Wisconsin

Golf Caddy

What You'll Be Asked to Do

You will carry the golf bag and clubs for the golfers. You might keep score. The new golfers might ask for your help in choosing the right club. You would be asked to find lost balls. You might be asked to point out hard areas on the course. You would follow along with the golfers as they play.

Before Applying...

Caddies should know their course very well. They should know how to play and score golf. You should be strong and healthy. Golf equipment can be heavy. A high school diploma is not necessary.

Things to Know About This Job

You will be on your feet quite a bit. You would have to keep up with the golfers at all times.

Your salary will depend on the number of golfers you caddy for, and on tips. There is usually a minimum caddy fee for 9 or 18 holes of golf. Some golf courses have training courses for caddies.

Want to Know More? Contact:

Your local golf course or:

United States Golf Association
"Golf House"
40 East 38th Street
New York, New York 10016

Greenskeeper

What You'll Be Asked to Do

You would be sure that the golf course is cared for correctly. This means that the grass should not get too worn down, and that it is well watered. You would probably have helpers to do some of these things.

Before Applying...

You would need experience working at a golf course as a helper before getting this job. You should know a lot about plant diseases and ways to control them. You should know how to work with others.

A high school diploma is usually required. Natural science and agriculture courses will be helpful.

Things to Know About This Job

In most areas, this job is open only from late spring to fall. The pay depends on the golf course. It is usually a monthly salary.

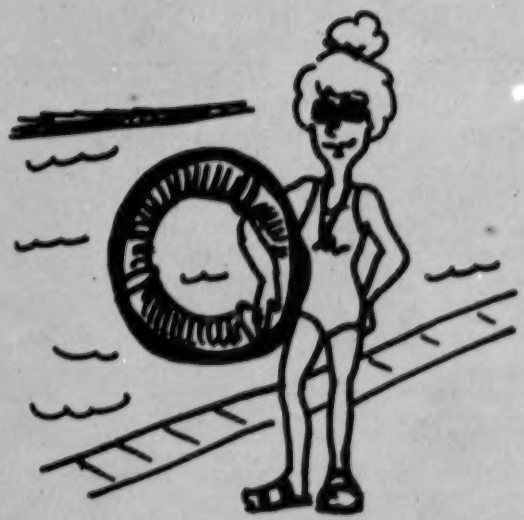
Want to Know More? Contact:

United States Golf Association
"Golf House"
40 East 38th Street
New York, New York 10016

Lifeguard

What You'll Be Asked to Do

You will be asked to watch people as they swim. In an emergency, you will have to save some one from drowning. You will be in charge of the lifesaving equipment. You must make sure that people swim and play safely in the water. At some pools, lifeguards are in charge of keeping the water clean.



Before Applying...

Most lifeguards must be certified by the Red Cross before they can be hired at a public pool or beach. To be certified, you must pass a swimming and lifesaving course. There is also a written test to pass. People's lives depend on lifeguards, so you must be very good at your job.

Things to Know About This Job

Most lifeguard jobs are for the summer only. Your pay depends on where you work. You should enjoy the outdoors and working with people. You must be a responsible person.

Want to Know More? Contact:

YMCA
291 Broadway
New York, New York 10007

American Red Cross
17th & D Streets, N.W.
Washington, D. C. 20006

National Safety Council
425 North Michigan Avenue
Chicago, Illinois 60611

Movie Projectionist

What You'll Be Asked to Do

The projectionist is in charge of loading the movie projectors before each show. You would also run the projectors during the show. You would make sure that the movie reels are kept in order. You would make sure that they were put back in their cases carefully. You would check new films to be sure they were in good condition. You would fix the projectors if they broke down. You would keep the projectors in good condition. You would rewind the movies after each show.

Before Applying...

You should have experience running movie projectors. A high school diploma is not necessary. You should not mind working alone. Your teacher may let you learn to run projectors in your classroom.

Things to Know About This Job

You will work evenings, nights, weekends and holidays. These are the times that movie theatres are open.

Want to Know More? Contact:

Your local theatre manager
Your school audio-visual director

Museum Guard

What You'll Be Asked to Do

A museum guard makes sure that nothing is touched or stolen from the museum. He also answers questions from the visitors. He can tell them where the bookstore, and rest rooms are. He knows where everything is. He makes sure that everyone is out of the museum at closing time. He may keep a record of how many people visit the museum.

Before Applying...

Guards who work in a museum may work for the city, state or federal government. They may be employed by the museum itself. There may be a test to pass before you can be hired. You may have to get a fire arms license. All of these things will depend on where you work.

You may have to pass a physical examination. A high school diploma may or may not be needed. It will depend on where you want to work. You probably will wear a uniform which you may have to buy.

Things to Know About This Job

You will be on your feet all day. You need to be alert and aware at all times. The pay is usually a regular salary. You may have to work weekends and holidays if the museum is open.

Want to Know More? Contact:

The Personnel Director at your local museum

Musician

What You'll Be Asked to Do

A musician plays one or more instruments. You may play alone or in a combo, band or orchestra. Musicians play in different places. Some play in large concert halls, while others play in small night clubs. Many musicians play so others can listen. Others play so people can dance. You would learn to play many different songs or pieces.

Before Applying...

You would have to play your instrument very well. You would probably have taken lessons for a long time before becoming a musician.

You do not need a high school diploma, but experience in school bands or orchestras would be helpful. You will need to be a member of the musicians union.

Things to Know About This Job

There are more musicians than there are jobs. Many musicians have to find day-time jobs in another field. A musician makes good money when he or she works. If you become well known, the pay will be excellent. A musician often works only at night and on weekends. Most musicians practice several hours a day besides playing at their jobs.

Want to Know More? Contact:

Your school music teacher or:

American Federation of Musicians
641 Lexington Avenue
New York, New York 10022

Ride Operator

What You'll Be Asked to Do

You would operate rides, such as a merry-go-round. You would make sure that everyone rides safely. You would explain how to use the ride. You would start and stop it. You would decide how many people to let on at one time. You would collect tickets. Sometimes, you would sell them, too. You would repair the equipment if it broke down.

Before Applying...

You should know how to safely operate the ride. You should know how to repair it quickly. You should enjoy working with people. A high school diploma is not necessary, but machine shop classes are very helpful.

Things to Know About This Job

Many amusement parks are open only in late spring, summer and fall. If you work with a carnival, you will have to travel. Many ride operators in traveling carnivals own their rides. Amusement parks generally hire more people than carnivals. Your pay will depend on the number of people that use your ride. You may be paid by the hour if you work for someone else.

Want to Know More? Contact:

International Association of Amusement Parks
203 North Wabash Avenue
Chicago, Illinois 60601

Roller Skate Patrolman

What You'll Be Asked to Do

You would make sure that the skaters are following the rules of the roller rink. You would not let anyone skate too fast. You would not let anyone skate into other people just for fun. You would blow your whistle to let other skaters know that someone has fallen.

At some roller rinks, you may be asked to teach beginners how to skate.

Before Applying...

You should be an excellent roller skater. You should know how to talk with people. You must have good eyesight. You should be alert. You must know the rules for safe roller skating. You must be healthy and be able to skate for long periods without getting tired.

Things to Know About This Job

You will be skating for several hours at a time. You will probably need your own skates. Pay is usually by the hour. You will work whenever the rink is open. This means working evenings and weekends. At a large rink that uses many patrolman, you would work the same hours each week.

Want to Know More? Contact:

Your local Roller Rink Manager

Swimming Pool Manager

What You'll Be Asked to Do

You will decide when the pool will be open. You might teach swimming and take care of the pool and pool area.

You may be in charge of making sure the water is clean and not too cold or hot. You may even clean the pool with a special vacuum cleaner.

You would be in charge of all the other lifeguards and pool helpers.

Before Applying...

You do not need a college degree, but you must have either a Life Saving or a Water Safety Instructor certificate from the Red Cross if you work at a Public Pool. You must be able to work with many kinds of people, and people of all ages. Bookkeeping and other business courses might be helpful.

Things to Know About This Job

Unless the pool is indoors, this would be a summer job: The pay would depend on the location of the pool, and it's size. Most places would pay you by the season.

Want to Know More? Contact:

American National Red Cross
17th and D Streets, N.W.
Washington, D. C. 20006

National Swimming Pool Institute
2000 K Street, N.W.
Washington, D. C. 20006

Theatre Usher

What You'll Be Asked to Do

You will check customer's tickets and be sure they are in the right seats. You will make sure that everyone leaves the theatre safely after the show. In a fire, you would lead people to the emergency exits and exits and keep them calm. You would make sure that no one bothers the customers during the show. You might be asked to collect tickets.

Before Applying...

A high school diploma is not necessary. You should be neat. You should know how to read the tickets and locate the seats. You should enjoy talking to people.

Things to Know About This Job

You will be on your feet when you work. You will see the same show over and over again. The pay is usually by the hour. You would work nights, holidays and weekends because that is when most theatres are open.

Want to Know More? Contact:

Your local theatre manager

Ticket Taker

What You'll Be Asked to Do

You would take the tickets from the customers at a theatre or movie house. You would keep track of how many people come in. You would make sure that everyone has a ticket for the show. You would make sure that the ticket is for that showing. Sometimes you will sell the tickets.

Before Applying...

You should like working with people. You should know how to keep simple records. A high school diploma is not required.

Things to Know About This Job

You may be working on your feet. Your salary would usually be by the hour. You would work evenings, weekends and holidays, because that is when most theatres and movies are open.

Want to Know More? Contact:

Your local movie or theatre manager.

Careers in Travel

When people travel they need many kinds of help. If they drive their own car, they need people who work in service stations and garages. If they go in an airplane, ship, bus or train, other helpers are needed. Other people have careers which help plan trips for travelers.

There are very many jobs which are in travel careers which are not listed in this book. Try to think of all of the ways people travel and see how many more travel careers you can list.

Can you read these words?

foreign
transportation
charter
vehicle
axles
*places of interest
mechanics
stewardesses
license
*cruise
*specialist
windshields
details

Airline Stewardess

What You'll Be Asked to Do

You will work a local, national or foreign airline. You will greet the passengers as they get on the plane. You will check their tickets and tell them where to sit. You will serve them meals and drinks. You may have to give first aid and help sick passengers. You will show them how to use the safety equipment. In an emergency, you would help the passengers use it.

Before Applying...

You must be a high school graduate. You must meet the height and weight requirements. You must be well-groomed. You must be at least 19 years of age.

Things to Know About This Job

You will be well paid. You will probably have to join a union. You will fly nights, holidays and weekends. Your work is mostly in the air, but there is some work done on the ground. Most stewardesses receive many free extras as well as their salary, such as free flying, free meals and uniforms.

Want to Know More? Contact:

Pan American World Airways (or any other airline)
Personnel Division
Pan Am Building
New York, New York

Bus Driver

What You'll Be Asked to Do

You would be an important transportation worker. You could work for a local bus company that travels around one town, or a few towns, or you could be a tour driver. This kind of driver takes groups to special places. You would do all of the driving for these trips. At the end of your day, you would report anything broken on the bus. In a city or town, you would turn in your daily fare money. Tour bus drivers don't handle money.

Before Applying...

You need a special driver's license. You would also be expected to know how to drive in all kinds of weather. You would take several weeks of training before you would be given a bus to drive.

You must be a calm person that knows how to work with many kinds of people and problems. You must be able to drive for long periods of time and stay alert. A high school diploma is usually required.

Things to Know About This Job

Bus drivers are well trained people. You may be paid by the number of hours or miles you drive. You may be paid a regular salary in a city. Your working hours may be different each week. If you drive a charter or tour bus, you may be away from home for several days.

Want to Know More? Contact:

Your local city bus company, Greyhound or Trailways office.

Cruise Social Director

What You'll Be Asked to Do

The social director makes sure that the passengers have a good time on ship. You would set up activities such as volleyball and shuffleboard. You would see that the equipment is well cared for. You would plan activities for each day. You would make sure that people of all ages had things to do.

Before Applying...

You should be a cheerful, outgoing person. You should enjoy meeting people. You should not mind being away from home for long periods of time. You should enjoy travel.

Experience in recreation is very helpful. A high school diploma may be necessary. You should enjoy boats and not get seasick.

Things to Know About This Job

You may work all year round. The pay includes your boat fare and board when you travel. Many people want this kind of job. There are usually not too many jobs open.

Want to Know More? Contact:

Any of the large passenger lines or your local travel agency.

Recreational Vehicle Repairman

What You'll Be Asked to Do

You would repair recreational vehicles. You might work on motor homes, or tents on wheels. You would know how to repair the engines and the other important parts of the vehicle. You would be a "specialist" because your work would be done only on recreational vehicles. You might work only as a recreational vehicle mechanic. You might fix other things, such as axles or tires.

Before Applying...

Recreational vehicle repairmen are usually experienced auto-mechanics. At present, there are no schools to learn recreational vehicle repair. A high school education is not necessary, but auto repair classes or trade school would be helpful. You should also know how to read the repair manuals that tell about all the vehicle's parts.

Things to Know About This Job

This is a year-round job. Most of the work comes in during Spring, Summer and Fall. You may be paid by the hour or by the week. You will work indoors. You would probably work a regular work shift of 8:00 to 5:00 o'clock, five or six days a week.

Want to Know More? Contact:

Your local Recreational Vehicle Dealership or:

ERIC Center on Vocational &
Technical Education
Ohio State University
1960 Kenny Road
Columbus, Ohio 43210

Service Station Attendant

What You'll Be Asked to Do

The Service Station Attendant pumps gas into cars. He or she puts oil in cars when they need it, and wipes windshields when they are dirty. He or she takes money for gas and gives change. Sometimes service station attendants are asked to give directions, too. You may also be asked to sell car parts at the service station. Being able to make small repairs is also helpful.

Before Applying...

Service station attendants should enjoy working with people. You must always be courteous. You should be quick, too. Sometimes a uniform or coveralls are necessary. Knowing how to use a cash register and credit card machines will be helpful.

Things to Know About This Job

Pay varys from station to station. It is usually by the hour. You will sometimes get small tips. You must work in all kinds of weather, and in the winter.

Want to Know More? Contact:

Your local service stations

Tour Guide

What You'll Be Asked to Do

You will travel with groups and point out places of interest. You would make sure that none of the tourists were lost during the tour. You would know many interesting things to tell the tourists about the places they visit with you. You would make sure the time-table for visting is kept.

Before Applying...

You should have a good speaking voice and enjoy meeting many new people. A high school education is necessary. Geography and speech are good courses to take for this job. Good grooming is also important.

Things to Know About This Job

You will probably tour the same places and say the same things day after day. You will be answering questions from tourists. You must be patient and exciting at the same time.

Want to Know More? Contact:

National Tourism Resources Review
Commission
2001 Wisconsin Avenue, N.W.
Washington, D. C.

Travel Agent

What You'll Be Asked to Do

You will help people plan their vacations or tours. You would help them decide how to travel, by plane, bus or boat. You would keep an up-to-date list of special tours offered. You would keep records about the trips you planned. There is also some typing and telephone work.

Before Applying...

A high school diploma and typing skills may be required. You must also be good at math. You must be a pleasant person. This job also requires a person who is very neat. You should be good at remembering details.

Things to Know About This Job

You would work all year round. You would be sitting most of the time. This is an indoor job. You will be using the phone a great deal. You may have a salary or a salary and commissions.

Want to Know More? Contact:

American Society of Travel Agents
360 Lextington Avenue
New York, New York 10022

Careers in Related Fields

There are many jobs which help people have fun that you will not find in the other chapters. Only a few are in this book. Sometimes they are jobs which help people get things or take care of things they use in having fun. Sometimes they are jobs that must be done before or after people go on vacation. See how many you can think of.

Can you read these words?

*telescopic sights
taxidermist
mounting
*anatomy
courteous
sales receipts
apprentice
sculpture
*zoology
patient

Bartender

What You'll Be Asked to Do

You will be asked to mix and serve drinks, wash glasses and keep the bar clean. You may sometimes put in orders for food, or make sandwiches. You would be friendly to the customers and fill their orders quickly. You must also be able to use the cash register and, sometimes, to write out orders for bar supplies.

Before Applying...

You should enjoy meeting and serving people. You should know something about the different drinks and how to make them quickly. You should be clean and neat. You should not get too excited if many people want you all at once. You should be willing to stand up for a long time. You must be able to make change quickly and accurately.

Things to Know About This Job

Pay for this job is different from place to place. You will receive tips for your work, so it can be a well-paying job. You may have to join a union. You will almost always work afternoons and nights, and some weekends. Some bars are closed on Sundays.

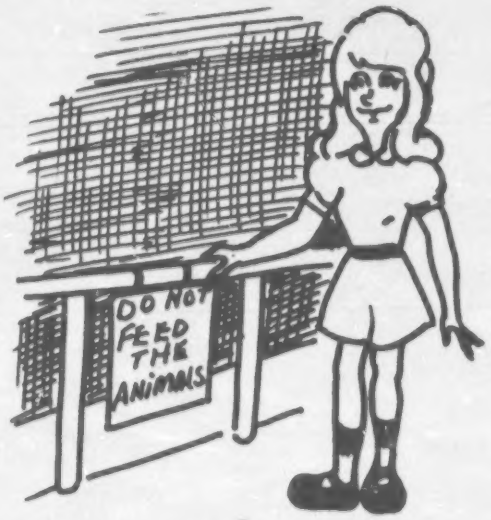
Want to Know More? Contact:

Hotel & Restaurant Employees
& Bartenders International Union
525 Walnut Street
Cincinnati, Ohio

Child Care Aide

What You'll Be Asked to Do

You will help the day-care worker take care of many young children at a child care center. You may help feed the children, take them to the bathroom, or even change diapers. You will also help the day care workers play games and teach the children songs and dances. You may be in charge of small groups. You may get to go to the zoo or playground with the children.



Before Applying...

You should enjoy small children. You should not mind noise. You do not need a high school diploma. You should have a diploma if you want to stay in the child care field. Some junior colleges offer classes that will help you to become a day care worker.

Things to Know About This Job

Day care centers are usually open from 7:00 o'clock in the morning to 6:00 o'clock at night. You will work with many different children. You should be patient and understanding. Child care centers are often found in areas which tourists visit, so the parents can be enjoying themselves without having to watch their children.

Want to Know More? Contact:

American Association of Junior Colleges
One Dupont Circle
Washington, D. C. 20009

Gunsmith

What You'll Be Asked to Do

A gunsmith repairs, cleans and sometimes sells guns of different kinds. People would bring you a broken or dirty gun, and you would make sure it was in good working order. You would have a supply of parts to fit many guns. You would use machines to repair most of the guns. You would fit guns with telescopic sights. You would make sure the sights were just right.

Before Applying...

You should know about many different types of guns. A high school diploma is not necessary, but knowing how to use machinery is very helpful. Many gunsmiths started out by working with an older gunsmith. This is called an apprenticeship. In larger cities, there are schools that teach gunsmithing.

If you wanted to sell guns in your shop, a federal license would be necessary.

Things to Know About This Job

This job can be all-year-round. Most of the work is just before hunting season. If you work in your own shop, the salary will depend on how much work you take in. If you work for someone else, the salary will be by the week or by the repair jobs you do.

Want to Know More? Contact:

Your local gunsmith, or:

American Association of Junior Colleges
One Dupont Circle
Washington, D. C. 20009

Sporting Goods Salesperson

What You'll Be Asked to Do

You would be in charge of showing customers the different kinds of sporting goods carried by the store. You might sell only hunting equipment or fishing equipment. You might sell all the different types of sporting goods. You would use the cash register. You would write sales receipts. Most of all, you would be courteous and interested in helping the customers.

Before Applying...

You should know about many different types of sports equipment. You should know what equipment is best for some kinds of hunting, fishing and camping. You should enjoy talking with people. You should be willing to learn about any new equipment that comes into the store. You should be good at basic math.

You do not need a high school diploma, but it is helpful. Business courses will be helpful to you.

Things to Know About This Job

The pay may be by the hour or by the week. It is a year round job. You will work with different kinds of people. You will be on your feet most of the day.

Want to Know More? Contact:

Your local Sporting Goods retailer

Taxidermist's Apprentice

What You'll Be Asked to Do

The taxidermist's apprentice helps the taxidermist prepare game animals for mounting and display. You would help the taxidermist to get the animal ready for mounting by dry salting and tanning the hide. You would help him create the finished display in many ways.

You might be asked to show customers the different ways their animal can be mounted.

Before Applying...

A person takes this job if they want to learn how to be a taxidermist. Most taxidermists will take people on just to teach them the business. You do not need a high school diploma, but work in art and sculpture is very helpful. A taxidermist's apprentice should know a great deal about wildlife, too. Courses in anatomy and zoology are very important. You should have a good idea of what animals in the wild look like.

Things to Know About This Job

You should not mind working with dead animals. You would be doing some messy jobs. The apprentice is usually paid by the hour. This is a good way to learn the business for yourself.

Want to Know More? Contact:

The Taxidermist in your city

What Does It Mean?

accurately - correctly, or in the right way. When you add accurately you don't make any mistakes.

anatomy - the study of the bones and bodies of animals. If you want to be a taxidermist you should know anatomy.

appearance - the way a person looks. If you are neat and clean, you have a nice appearance.

biologist - a person who has a college degree in the study of plants and animals. A Wildlife Biologist knows a lot about how animals live.

bunkhouse - a place where many people sleep. A camp counselor or dude ranch wrangler often sleeps in a bunkhouse.

civil-service - an agency of the government that gives tests. This agency decides who can work for the government. The federal government gives people who want a federal job a civil-service test.

cruise - a trip by boat or ship. You can take a cruise on a large or small ship.

dress the meat - clean and cut it into smaller parts. The hunting and fishing packer will sometimes dress the meat for hunters.

dude ranch - a kind of resort that lets people ride horses and learn about ranch life. Heart-6 is a dude ranch near Jackson, Wyoming.

ecology - the study of all living things in an area, and how they depend on each other. You can take ecology courses in college.

Game and Fish Commission - this is a government agency that makes laws about hunting and fishing. The federal government and all the states have Game and Fish Commissions. Some states use a different names for this agency.

health certificate - this is a written statement that you are healthy and that you don't have any diseases. A doctor must give you a health certificate.

home economics - these are classes that teach a person important things about food, clothing and housekeeping. You can take home economics courses in high school.

industrial arts courses - classes that teach you how to make things with wood and metal. They also teach you how to use many tools. It is helpful to take industrial arts courses if you want to be a campground caretaker.

linen - sheets, pillow cases and towels. The linen in a motel is changed or checked everyday by the maid.

machine shop - a special kind of industrial arts course that teaches you how to use and fix different machines. A ski lift operator would find machine shop classes very helpful.

management - being in charge of a place of business. You need management experience, usually as an assistant manager, before you can be a bowling alley manager.

minimum wage - the lowest wage an employer can pay someone who works for him. The minimum wage is set by the state or federal government for many jobs.

outfitter - a person who makes all the arrangements and provides all the equipment for a hunting or fishing trip.

places of interest - places that many people are interested in seeing. Some places of interest in Wyoming are the Lincoln Monument and Old Faithful, in Yellowstone Park.

pruning - cutting off dead branches from trees and plants. Pruning helps to keep trees healthy.

rain guage - an instrument that tells you how much rain has fallen in an area. Foresters use a rain guage to tell them if the forest is wet or dry.

registration - putting your name and address in a book or on a card to tell people who you are and where you live. A guest goes to the registration desk before he gets a room key at a hotel or motel.

responsible - a person who takes his job seriously and does good work. You are a responsible person if you make sure your work is done well.

room and board - a place to sleep and free meals. A camp counselor will usually have room and board as part of his salary.

seasonal - during one or more seasons of the year. A seasonal job only hires or uses people for a part of the year instead of all year round.

shift - these are the hours that people work during the day. In most places, the day is divided into three parts, 8:00 a.m. to 5:00 p.m., 4:00 p.m. to midnight and midnight to 8:00 a.m. Some businesses use different shifts.

sleep-away camp - a camp where the children do not go home at night. A sleep-away camp has places to live for the campers and counselors.

soil moisture guage - this instrument tells the forester how much water is in the soil. You would use a soil moisture guage to decide if the ground is holding too little or too much water.

sound engineer - the person who runs the equipment at a radio station.

spawning - egg-laying. A spawning tank is where a fish lays her eggs.

specialist - a person who knows a lot about one thing. A recreational vehicle repairman is a specialist because he knows a lot about that kind of vehicle.

species - breed or type of fish or animal. There are many different species of fish.

staff compass - a special compass used by surveyors who measure the land. A forester aide uses a staff compass and chain to map land areas.

switchboard - a machine that handles many different telephone lines. A desk clerk often is in charge of the switchboard in a hotel or motel.

telescopic sights - a special sight that lets the hunter see animals that are far away. The gunsmith knows how to put telescopic sights on rifles.

zoology - the study of animals and how they live. If you want to be a taxidermist, you should take classes in zoology.

Books, Tapes, Films, and Filmstrips

All About Jobs, by Kenneth Tyson

Mafax Associates
Johnstown, Pennsylvania 15907

Come Work With Us, (series of seven books)
Airport
T.V. Stations
Hotel

Sextant Systems Publishing Company
c/o Children's Press
122[illegible] West Van Buren
Peoria, Illinois 61607

Deciding On and Locating Your Kind of Job, (Book)

Ohio State University
Columbus, Ohio 43210

Finding Your Job, (Book)

Finney Company
3350 Gorham Avenue
Minneapolis, Minnesota 55426

Focus on Hospitality Industry, (Part of a set of eleven books)

ITT Educational Publishing
4300 West 62nd Street
Indianapolis, Indiana 46206

Hello World - Food and Lodging Services, (Part of a series of nine books)

Field Educational Publications
2400 Hanover Street
Palo Alto, California 94304

Jerry Works in a Service Station, by J. W. Wade, (Book)

Fearon Publishers
2165 Park Boulevard
Palo Alto, California 94306

Jobs from "A" to "Z", by Yvette Dogin, (Book)

Frank Richards Publishing
324 First Street
Liverpool, New York 13088

What A Job For Me, (Part of a series of nine books)

McGraw Hill Book Company
Manchester Road
Manchester, Missouri 63011

Yellow Pages of Learning Resources, (Book)

MIT Press
Cambridge, Massachusetts 02142

"Careers in Food Service", (filmstrip with cassette tapes)

Pathescope Educational Films, Incorporated
71 Weyman Avenue
New Rochelle, New York 10802

"Careers in the Leisure Time Industry", (filmstrip with cassette tapes)

Pathescope Educational Films, Incorporated
71 Weyman Avenue
New Rochelle, New York 10802

"Careers Unlimited", (tapes), Unit 1

Mafax Associates
111 Baron Avenue
Johnstown, Pennsylvania 15906

"Service Station Job Introduction and Salesmanship", (filmstrip with cassette tape or record)

Mafax Associates
111 Baron Avenue
Johnstown, Pennsylvania 15906

"Television Workers", (filmstrip with cassette tape or record)

Singer Educational Division
1345 Diversey Parkway
Chicago, Illinois 60614

"Traveling in and Out of Our City", (filmstrips and cassettes)
The Harbor
The Bus Station
The Railroad Station
The Airport

Coronet Publishing Company
65 East South Water
Suite 2400
Chicago, Illinois 60601

"Good Time People", (Part of a set of 13 films)

Film Forum, Incorporated
2070 Business Center Drive
Irvine, California 92664

"Recreation, Hospitality and Tourism", (one of a set of 15 films, "It Could Be You")

Encyclopedia Brittanica
2373 Foothill Circle
Salt Lake City, Utah 84108

Teaching Suggestions for Helping People Have Fun

This book has been published with a multi-disciplinary view of career education in mind. The readability level is appropriate for most children functioning at the intermediate elementary level, regardless of chronological age or grade placement. It can be used to teach reading, math, language, art, science, and writing skills in your regular program, and as a resource for developing career awareness. Some suggested uses follow. The full contribution of the book, however, will be determined by the imagination of the teacher.

I. Reading
   a. vocabulary building, using introductory pages
   b. sight-word vocabulary building
   c. alphabetizing
   d. glossary and reference skills
   e. reading for different purposes - main idea, details, specific information
   f. motivating further discussion about these jobs

II. Math
   a. Choose a job that requires use of math skill, such as Restaurant Cashier, and use it to motivate work on basic skills such as addition and subtraction.
   b. Many jobs descriptions state that payment is by the hour. Have the children calculate hypothetical weekly wages.

III. Language
   a. Children can use the newspaper want ad section to find actual job openings in any of the jobs described.
   b. Letters may be written to address given under "Want to Know More? Contact:" for further information.
   c. Forums can be created, with each child role-playing a different job and explaining what he does for a living.
   d. Real community workers can be brought into the classroom to discuss their jobs with the children.
   e. Field trips to see actual people working can be arranged.
   f. Discussions of the pictures can be used to motivate verbal expression and other role-playing situations.

IV. Art
   a. Pictures of the workers can motivate further art lessons, such as "This boy (or girl) is doing something that is part of his job. What else could he be doing?"
   b. Books can be made of children's drawings about community, conservation or any other cluster's workers.

V. Science
   a. Since many jobs, especially in Conservation are scientific in nature, the teacher could bring in the instruments mentioned in the text for further discussion.
   b. Simple experiments can be done by the class to determine soil moisture content, show the uses of thermometers and barometers.

VI. Writing Skills
   a. The book can be used as a resource or initial stimulus for reports about certain workers or job clusters.
   b. Letter writing (as mentioned under Language).
   c. Writing job descriptions for jobs not mentioned in the book, such as those of parent's or acquaintances can follow the book's format.

Again, these are but a few teaching suggestions. Undoubtedly, you have already thought of several more and will discover more as you use the book. Please feel free to use it in any instructional way you feel is appropriate.

We would be interested in your comments and suggestions if you would like to share them. Please address them to:

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University of Wyoming
Laramie, Wyoming 82071